



UNITED STATES DEPARTMENT OF EDUCATION

WASHINGTON, D.C. 20202- \_\_\_\_\_

Month XX, 2007

First name, Last name

Title

XX School District

Address

City, State, Zip

Dear Dr. Last Name:

We are writing to request your participation in a national study of “turnaround” schools as part of the Longitudinal Assessment of Comprehensive School Reform Implementation and Outcomes (LACIO). This study, funded by the U.S. Department of Education, responds to the changing policy environment and fills the need for information about how high-poverty, low achieving schools improve and sustain student achievement. Specifically, we are investigating how low-performing schools initially improve their results dramatically and quickly, and continue to improve those results in succeeding years.

Based on state assessment data, we identified a small set of schools that appear to be “turnaround” schools. The participating school in your **district** is:

Insert school name

Evaluators will conduct a **field visit** to the school(s) in your district listed above. During the visit, evaluators will interview school administrators, teachers, and parents about the school’s turnaround success and other relevant information. Each interview will last approximately one hour.

We recognize participation in this study demands time from educators in your district. We are making every effort to minimize the burden associated with data collection, while informing Congress and other education stakeholders about school improvement. Your support will help ensure the study’s success.

The Department contracted with WestEd to carry out the LACIO study, and the data collection has been approved by the office of management and budget (OMB number 1875-0222). WestEd is an independent research organization that specializes in studying education and youth. Lauren Davis Sosenko, the project coordinator at WestEd, will contact you shortly to describe the study in more detail and make arrangements for data

collection. Your support of this project and encouragement to the selected school(s) would be appreciated. If you have any comments or questions regarding the study, please contact Ms. Davis Sosenko at 562.799.5476 or [ldavis@wested.org](mailto:ldavis@wested.org).

Thank you for your assistance with this study. We look forward to working with you in the coming year.

A handwritten signature in black ink, appearing to read "Alan L. Ginsburg". The signature is fluid and cursive, with a large, stylized "G" at the end.

Sincerely,  
Alan L. Ginsburg  
Director  
Policy and Program Studies Service